

## **ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES**

### **Minutes of January 10, 2023 Meeting**

#### **ACCL Multipurpose Room A, 4:00 pm**

Chair Russell called the meeting to order at 4:03 pm. Trustees in attendance are Mr. Acey, Ms. Ritter, Ms. Brickman, Mr. Woods, Mr. Timmons, Mr. Scott, Mr. Bray, Ms. Carter, Ms. Linthicum, Ms. Lynch, Ms. Hall, Ms. Bogue, Mr. Mason, Ms. Russell, and Ms. Cox. Absent were Mr. Jordan, and Ms. Cullen. Staff members present were Ms. Bell, Ms. Price, Ms. Ballard, Ms. Hood, Ms. Massey, Ms. Josey, Ms. Shull, Ms. Shimobi-Obijuru, Ms. Mayfield, Ms. Plaksin, and Ms. Green.

#### **Announcements:**

Chair Russell announced the Circulation Team was awarded the Most Valuable Team Award. Regional Circulation Services Coordinator, Nike Shimobi-Obijuru spoke on behalf of the team and expressed their honor.

The Staff Distinction Award was awarded to Resource Center Manager, Erika Masie. Erika manages both Lay Park and Aaron Heard Resource Centers.

Ms. Bell introduced Elizabeth Hood as the new Teen Services Coordinator. Elizabeth was promoted from Lead Assistant position in Teen Services and is currently working on her MLIS.

**Public Comment:** None

#### **Approval of Minutes:**

- The draft minutes of the October 11, 2022 meeting were unanimously approved. (motioned by Ms. Bogue, seconded by Mr. Timmons)

#### **Approval of Agenda:**

- The January 10, 2023 meeting agenda was adopted and unanimously approved with the addition of an update from the Site Selection Committee given by Ms. Ritter. (motioned by Ms. Brickman, seconded by Mr. Bray)

#### **Financial Report:**

Director Bell announced former Business Manager, Mamie Fike, resigned effective 11/18/2022. She introduced Aria Higginbottom and Allison Clark of Clark Outsource Group. Clark has worked with a number of library systems across the state. Clark Outsource Group began working with ARLS December 12, 2022, and will perform all accounting and business management needs going forward.

Board members were presented with the FY2023-Q2 Financial Report prepared by Aria Higginbottom of Clark Outsource Group before Ms. Bell opened the floor questions.

- Mr. Timmons- When does the bed bug remediation appear? Ms. Bell - That comes from restricted funds.
- Ms. Bogue - Explain materials at 320%. Ms. Higginbottom - They should be divided, but they were not divided on this report.
- Ms. Lynch - Why is telephone and professional development so much? Ms. Bell - There is usually a surplus due to ALA and PLA. We haven't spent it yet.
- Did Pinewoods rent increase? Ms. Bell - No. It should be at 50.

Ms. Higginbottom commented that she will make any necessary edits to the financial report and resend it to the BOT. She is in communication with Ms. Fike regularly to work out any issues.

Mr. Mason inquired about the 4% increase in salary, and why it wasn't a flat rate. Mr. Bray suggested some of the funds in the telephone budget be moved to another line item. Ms. Bell reminded the Board that Clark Outsource is new and still trying to gather data.

- FY2023-Q2 - Board members unanimously agreed to delay accepting the FY23-Q2 Financial Report until edits are made and Trustees have reviewed the amended report.

### **Committee Reports:**

- **Friends of the Library**

Ms. Linthicum gave the report. The Spring Book Sale will be March 29 - April 1. The Friends are looking forward to several Cafe' Au Libris events coming soon. Ms. Linthicum was excited to report that they were planning Family Fun Day which will take place June 3.

- **Winterville**

Mr. Scott gave the report. He reported that Sam Watson has joined the staff and plans on introducing bilingual programming. He's happy to report the library is hosting its second art exhibition. The show will feature local artists. The library received a donation of toys and the Friends made a generous donation of graphic novels to expand the library's graphic novel collection. The Board will meet soon to review their Bylaws to make them more inclusive.

Leadership on the Board will change soon. Mr. Scott reported that he will become Vice Chair of the Winterville BOT.

- **Foundation**

Ms. Bogue gave the report. She reported the account balance is \$1,586,800 as of December 31, 2022. The Foundation has hired a new consulting group, Columns Fundraising, who will perform a feasibility study. The East Side Library may need a capital campaign. Ms. Bogue will update the Board in the near future.

- **Personnel and Nominating**

None

- **Site Selection Update**

Ms. Ritter gave the report. Two Youth Development Centers funded by SPLOST are in development. One will be on the East Side; the other will be on the West Side.

The East Side Library is on track to be finished in 3 years. The location of the future East Side branch has been narrowed down to a few locations. Ms. Ritter informed the Board that she will have more information after she attends the next meeting, but the community should know that 2026 is the most realistic possibility. Ms. Ritter added that there will be plenty of opportunities for public input, and the committee has talked about advertising for public input. Accessibility is a top priority.

- Mr. Scott - Will the proximity of the Winterville Library be considered? The Friends have expressed concern.
- Ms. Russell - Yes. This is definitely being considered.

### **Director's Report:**

Director Bell introduced four new members of the Athens Clarke County Board of Trustees; Dwight Acey, Justin Bray, Rainey Lynch, and Kathleen Carter. Ms Bell and members of the Board welcomed the Trustees.

ARLS will host a BOT training. State Librarian Julie Walker will be our guest speaker. The training is scheduled for Thursday, February 9 at 5:30 in the multipurpose room. Ms. Bell urged all Trustees to attend if possible. The training is important for new members, and a good refresher for current members.

Ms. Bell was happy to announce that GPLS has requested that going forward, ACCL be the permanent location for the annual Fall Director's Meeting.

As Ms. Ritter reported, the East Side Library User Group continues to meet. In October, there were three public engagement sessions held, including an online survey that received over 200 responses. The Site Selection Committee reviewed the data collected from the public sessions. Director Bell shared the link to the online public input results with the Board and informed them of the following upcoming milestones:

- End of February - Evaluate and recommend potential sites
- End of March - Public input on potential sites
- End of June - narrow down candidate sites

As Ms. Bogue reported, the Library Foundation has hired a new consultant to help raise funds for the new East Side location. Principals Marti Horne and Scott Sikes of Columns Fundraising have local ties to Athens and have worked with WUGA in their fundraising efforts.

The bed bug situation is under control. The third and final inspection/treatment was on November 25, and the final report from Next Generation Pest Control on November 28 confirmed that there were no bed bugs found. Ms. Bell informed the Board of a training session being planned for staff to help educate them on what to do if a bed bug is found in the library. She hopes the session will help alleviate fears. She recommends quarterly inspection for at least the next year using the bedbug sniffing dogs at a cost of \$ 2500 each time. Director Bell requested the cost of the quarterly inspections and possible remediation in the proposed FY24 budget. However, we will need to use prior year unrestricted funds to pay for January, April, and June inspections. *(Action Item)* Ms. Bell has obtained quotes for new library furniture, specifically computer chairs and soft furniture. The estimated cost is 40k - 60k. She hopes the replacements will be able to be charged to our SPLOST account. She is waiting to hear if this is an option. *(Action Item)*

Director Bell was pleased to announce Rebecca Ballard, Regional Children's Services Coordinator, was named Georgia Library Employee of the Year. We are very proud of Rebecca and so fortunate to have her working for ARLS. Rebecca Ballard will be honored at the upcoming Legislative Library Day at the Capitol. We plan to charter a bus this year to attend Legislative Day. She invited all Board members who were available to attend.

We're pleased to share that Public Information Officer Rhiannon Eades submitted an article to GPLS Blog Post that was accepted and published. The article featured Elise Stangle, our Library Social Worker. The article was very nice and will be shared throughout the state by GPLS.

We are also excited to announce that Rhiannon Eades and Sue Plaksin put together a winning nomination for the Southeastern Library Association's Outstanding Library Program Award for our series of programs around One Book Athens: One Book, May Stories. SELA includes 12 states, and this award recognizes an outstanding program of service.

### **Communications:**

Chair Russell communicated Mr. Timmons' new contact information. Ms. Price will update his contact information.

### **New Business:**

Trustees were given an updated Board Members List and Committees List. Ms Russell asked each member to check their information for accuracy.

At 4:55 pm the Board entered an Executive Session to discuss a report from the Library Foundation.

### **Board Actions:**

- Approval of FY24 draft budget as presented. Unanimously approved.  
(motioned by Ms. Bogue, seconded by Ms. Lynch)
- Approval to use prior year funds for ongoing bed bug inspections.  
Unanimously approved. (motioned by Mr. Bray, seconded by Mr. Woods)
- Approval to use SPLOST funds for new furniture as appropriate. Unanimously  
approved. (motioned by Ms. Cox, seconded by Mr. Timmons)
- Approval to outsource business management to Clark Outsource Group.  
Unanimously approved. (motioned by Mr. Woods, seconded by Ms. Carter)
- Approval of Electronic Meeting Text as presented. Unanimously approved.  
(motioned by Ms. Bogue, seconded by Mr. Mason)

**Old Business: None**

**Meeting was adjourned at 5:23 p.m. by Chair Russell** (motioned by  
Mr. Barnett, seconded by Ms. Brickman) Unanimously approved.

**Next Meeting April 11, 2023 at 4:00 p.m.**